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18 December 1953

REPORT FOR THE WEEK OF 14 - 18 DECEMBER

To: Director of Training

From: Management Training Division

Accomplishments

[redacted] is finishing the first unit of the American Management Association's three-week Management Course in New York this week. A note received from him indicates enthusiasm for its content and presentation, and confidence that new ideas can be readily adapted to our programs.

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*OTR Administrative Instructors are*

[redacted] (BIC-63) and [redacted] is drafting possible typing requirements for all personnel going overseas, with procedures for training to back up the requirements.

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Search for a list of possible candidates from within the Agency to work at a high level in the Human Resources Program is progressing very slowly. A major difficulty is that no machine run can be set up to match, or even come close to, the actual job requirements.

Plans

D/AD OCI has again expressed interest in that office in having the Human Resources Program presented to supervisors, and has suggested March as the time to start.

Because of the small number of students lined up for the weeks of 21 and 28 December, the Induction Training Section will limit its program to typing and shorthand during those weeks. For the same reason there will be no Clerical Orientation course during the week of 28 December.

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Chief, Management Training Division

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IN CLASS X  
WEST DIVISION  
NO. 322 / DIVISION  
REV CLASS C  
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